

5 June 1972

MEMORANDUM FOR: Chief, CIA Archives and Records Center

SUBJECT : Safe Operation of Movable Shelving

1. Now that the motorized shelving is fully installed, I believe all of your staff should be specifically cautioned about the safe operation of these powerful machines. I understand that while you and I were away the Acting Chief, Support Services Staff, examined and formally accepted the new shelving installation.
2. When we ordered this equipment we requested additional safety devices. We had the company develop and include more automatic safety switches, and instructions which they did not originally offer with the equipment.
3. Despite all the mechanical safety added to the equipment, the most important safety feature is the individual worker himself. His behavior is the overriding factor in the safe operation of these new machines. Every person having any need or opportunity to operate the new motorized shelving in the Agency Archives and Records Center must understand the seriousness of his action and be alert to his responsibility not to endanger himself or others.
4. Under no circumstances is anyone to test the devices with any person within the closing aisle. We saw the danger of that at the Army Map Center when the Supervisor did not engage the safety switch quickly enough. He was not injured but we all were considerably shaken to see the potential harm vividly demonstrated. Neither will anyone play games or tricks with the machinery or with persons in the vicinity of the machines. Violation of these firm policies will result in prompt dismissal action.
5. I will expect the Chief, Archives and Records Center, to ensure that these safety policies are made known to his staff and all persons coming in contact with this movable shelving. I believe it advisable that he obtain a signature from the A&RC employees, and others as he considers appropriate, to the effect that they understand and will abide by these safety rules.

6. I have been comfortable these many years because of the integrity of the Records Center personnel in handling sensitive Agency records. I am confident they will continue to demonstrate equally strong wisdom in the use of the new motorized shelving units. I will personally appreciate their efforts to successfully blend the new with their customary methods for safe, effective operations.


CIA Records Administration Officer

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